

RELATIONSHIP TO OTHER TABLES

The Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements during update of the EM Table. The IC, PA and PC Table should be established a day prior to the LC Table. The LC Table should be established prior to the EM Table. The EM Table must be established before timesheets are entered.

INPUT CODING

Detailed input coding instructions for the EM Table are contained in Exhibit VI-3-1. The coding form illustrated in Exhibit VI-3-2 is in the same format as the table entry screen. The EM Table is entered online using Command **I.7.2**.

CREATION AND MAINTENANCE

The EM Table entries are keyed directly from the CALSTARS Employee Master Table Maintenance Form (CALSTARS 41) into the table entry screen (Command **I.7.2**).

Functions **A=ADD**, **C=CHNG**, **D=DEL**, **G=GEN**, **P=PRT**, **S=PRT FFY** and **X=DEL FFY** may be used. Available Program Function (**F**) keys are: **F1=Help**, **F2=Retrn**, **F3=Quit**, **F5=VIEW MASTER**, **F6=RECALL MAINT**, **F7=Bkwr**, **F8= Frwr**, **F9=Clear** and **F12=Main**. Descriptions of these functions and F-keys may be found in the *Table Maintenance Functions* section of Chapter IV.. The EM Table is updated online (realtime) for **Add**, **Change** and **Delete** transactions. As soon as an **Add**, **Change** or **Delete** transaction is successfully written, the table is updated--realtime. **Delete** transactions display a 'confirmation action' pop-up window because a delete is instantaneous and non-recoverable. The **Generate**, **Print**, **Print FFY** and **Delete FFY** functions are not updated online (realtime); therefore, they may be recalled using the **F6** key. Use **F5** to view master records if more maintenance is needed. To modify an existing table record use the **Change** function (after viewing the master record). To **blank** fields in a **Change** transaction, simply erase the fields using the **Delete** or **EOF** key or the space bar.

An EM Table transaction is keyed on 1, 2 or 3 screens, depending upon what labor distribution features are used by an agency. If Screen 2, or 2 and 3 are needed, key a **2** in the 'Screen' field from Screen 1, before or after keying Screen 1 data, but do not press Enter until all Screen 1 data are keyed. Then press **Enter** and Screen 2 will appear. After keying Screen 2 data and Screen 3 is not needed, press **Enter** and the *entire* maintenance transaction will be edited online. If Screen 3 is needed, key code **3** in the Screen field after all Screen 2 data and before pressing **Enter** and Screen 3 will appear. After the data are keyed, press **Enter** and all three screens will be edited online. If all online edits are passed, the table maintenance entry is 'saved'. If online errors occur for Screen 1 - 3, the system returns to Screen 1, highlights those errors and displays up to three messages. After Screen 1 errors are

corrected, the system automatically moves to Screen 2 and displays those data and messages in the same way, then moves to Screen 3 when Screen 2 online edits are passed. When all online edits are passed, the table maintenance entry is 'saved'.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

EDIT RULES

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

SPECIAL CONSIDERATIONS

There are special considerations when performing maintenance to the EM Table. All *labor table* maintenance is processed just prior to any request to Run Labor (code **Y** on the OC Table). Any EM or other labor table maintenance plus non-impacted labor tables are used when this process occurs. However, *non-labor table maintenance* is not used in the labor run, therefore, it is critical to assure that the tables used are valid prior to running labor.

OUTPUTS

The EM Table maintenance program has two outputs:

Employee Master Table Maintenance Activity Report (CSB510-1), shown in Exhibit VI-3-3, shows each maintenance transaction entered via the online screen.

Employee Master Table Listing (CSB510-2), shown in Exhibit VI-3-4, is produced when a Function **P** is entered.

WARNING: This listing is printed one record per page. The report could be very large. Microfiche or a report file may be more useful and economical.

CONTROL

The EM Table controls the type and method used for distributing labor costs and hours. Once a method and accounts are established, extreme care should be exercised when modifying EM Table entries. Improper maintenance or timing of changes could cause system files to become out-of-balance, create invalid accounts and complicate the maintenance of other tables and files. Table logs should be kept along with the maintenance activity reports for the same period as the accounting records they control.